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NEOPA Newsletters

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Association

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Fall 2003

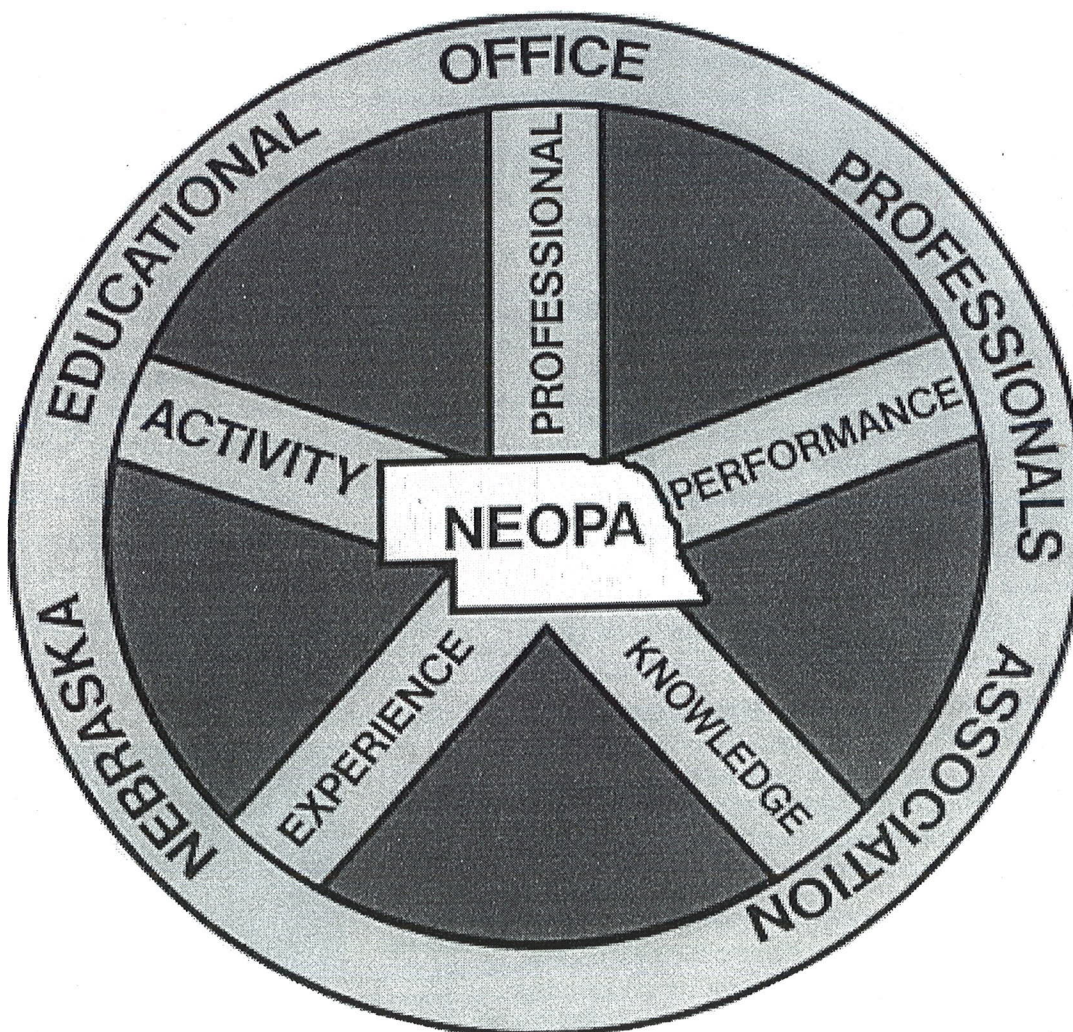
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### Inside this Issue

Message From Your NEOPA President .....	2
NEOPA Officers and Directors .....	3
NEOPA Mission Statement .....	3
2003-2004 Calendar of Events .....	4
Meet Your NEOPA Board .....	5-7
Did You Know? .....	7
NAEOP Membership Application .....	8
From Your State Directors .....	8-9
Year End Reports .....	10-11
LPSAOP Auction .....	12
In Memory .....	12
NEOPA Student Scholarship	
Guidelines and Application .....	13-15
Olive T. Ritchie Award Winner .....	16

NAEOP National Conference .....	17
Picture This .....	18-19
NEOPA Membership Application .....	20
NEOPA Educational Professional of the Year Award	
Guidelines and Application .....	21-22
News From Central Area Director .....	23
Member Birthdays .....	23
News From Around the State .....	24-25
Staff Relationships .....	25
"NEOPA is Really Cookin" .....	25
2003 NEOPA Fall Conference Schedule and Registration .....	2
NEOPA Membership List .....	2
Editor's Notes .....	



# A Message From Your President

## Dianne Dickey, CEOE



It seems like only yesterday that we were learning to **Sparkle Where You Are** at the East Campus Union during our Spring Conference, hosted by UNOPA, with Judy Anderson and Pat Hust as co-chairs. A special part of the conference for me was "The Installation of Officers". I am honored to be serving as your President for 2003-2004. I wish to thank everyone who had any part in the ceremony. It was a wonderful event.

I would also like to thank those who agreed to be on the Board of Directors this year. We will be working together to make it the best year ever for NEOPA. Please consider getting in touch with one of the Directors to offer your help on their committee. We value everyone's ideas and want YOU to be a part of NEOPA in whatever way you feel comfortable.

In July twenty-three members traveled to Boise to attend National Conference. Nebraska was well represented and received several awards: Lola Young was honored as the Olive T. Ritchie Office Professional of the Year; Susan Bell, a first timer, was recognized for receiving her PSP; the UNOPA Web Page received a 1<sup>st</sup> place award; several members served on committees; and others were elected to committees.

Congratulations to all of our nominees, as well as those who received recognitions. If you have never attended a National Conference, please consider doing so. Boston will be hosting our 70<sup>th</sup> National Conference next July; it would be a great one to attend. You will gain much from networking with office professionals from across the nation and from the in-services offered.

Kitty Buettner and Jane Rumbaugh, co-chairs of our Fall Conference, and OEOPA have a wonderful conference lined up for us on October 10-11 in Omaha. Be sure to look over the information in this newsletter and then send in your registration by the deadline. They have some special things planned to help us **Refresh and Renew**; you won't want to miss out!

Communication is vital to our association. Please contact me at any time with any suggestions or concerns that you have. Also, log on to our Web site at: [neopa.unl.edu](http://neopa.unl.edu) for information about NEOPA, upcoming events, and pictures from past events. Diane Wasser, Webmaster, will be updating it often to keep it current. Please let her know what else you would like to have on our Web pages.

We also communicate via an e-mail distribution list. When you filled out your membership form, your e-mail address was added to our list. This is a way of getting information to our membership quickly.

You will discover two new items in this issue of the NEON: a list of members' birthdays and highlights of NEOPA's history by Peg Aldridge, Archives Director. April 2004 marks the 40<sup>th</sup> anniversary of our association. We will be celebrating this milestone at our Spring Conference. Watch for exciting details of how we will recognize this event.

With all the happenings in the news lately, it is more important than ever that we support and affirm one another. I appreciate being around other office professionals at work, at conferences, and at play. I encourage you to invite at least one coworker to join NEOPA and "**Share the Light**" with us. Together we will celebrate NEOPA's past and look forward to a great future.

I leave you with this thought:

Happiness comes through doors you didn't know you left open!

*Dianne Dickey*

Dianne Dickey, CEOE  
President, NEOPA



### 2002-2003 NEOPA Elected Officers

Seated: Judy Rastede, Treasurer, Lisa Morehouse, Past President, Julie Kleager, Secretary. Standing: Dianne Dickey, President, Jeanne Ann Kardell, President Elect (not pictured LaRita Lang, Vice President)



## Nebraska Educational Office Professionals Association





# 2003-2004 OFFICERS AND DIRECTORS NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION



## PRESIDENT

**Dianne Dickey, CEOE (LPSAOP)**

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## PRESIDENT ELECT/MEMBERSHIP COMMITTEE DIRECTOR

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## VICE PRESIDENT/MEETINGS COORDINATING COMMITTEE DIRECTOR

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**NEOPA Web Site** - [neopa.unl.edu](http://neopa.unl.edu)

**LPSAOP Web Site** - [lpsaop.lps.org](http://lpsaop.lps.org)

**UNOPA Web Site** - [www.unl.edu/unopa](http://www.unl.edu/unopa)

**NAEOP Web Site** - [www.naeop.org](http://www.naeop.org)

## Mission Statement

The purpose of the Nebraska Educational Office Professionals Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession. The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to elevate the standards of office personnel in education.



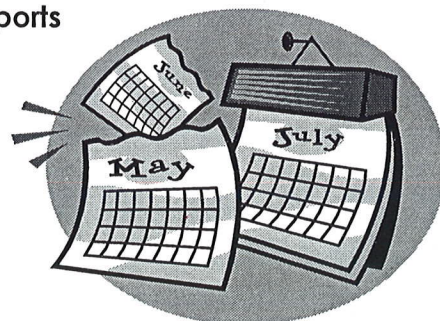


Nebraska  
Educational  
Office  
Professionals  
Association



## 2003-2004 Calendar of Events

June 21, 2003	2002-2003 / 2003-2004 Transition Meeting LPS District Office
July 14-18, 2003	National Association of Educational Office Professionals Conference - Boise, Idaho
August 1, 2003	Deadline for NEON Articles - Fall Edition
August 9, 2003	Executive Board Meeting LPS District Office
September 15, 2003	Deadline for PSP Application
September 30, 2003	Deadline for NAEOP Affiliation Papers
October 10-11, 2003	NEOPA Fall Conference - Omaha Hosted by Omaha Educational Office Professionals Association
December 1, 2003	Deadline for NEON Articles - Winter Edition
January 15, 2004	Deadline for PSP Application
January 15-16, 2004	Third Annual Executive Board Retreat Mahoney State Park
February 1, 2004	Deadline for NEON Articles - Spring Edition
Feb/March, 2004	Executive Board Meeting LPS District Office
March 1, 2004	Deadline for National Competitions
March 26 - 27, 2004	Central Area Professional Development Day Schaumburg, Illinois
April 15-17 2004	NEOPA Spring Conference/40th Anniversary Celebration and Installation of Officers - Lincoln Hosted by 2002-2003 / 2003-2004 NEOPA Boards
May 1, 2004	Deadline for Year End Committee Reports
May 1, 2004	Deadline for NEON Articles - Summer Edition (Year End Reports)
May 15, 2004	Deadline for PSP Application
July 19 - 23, 2004	National Association of Educational Office Professionals Conference Boston, Massachusetts





# Meet Your NEOPA Board



**Dianne Dickey, CEOE President**

I have been a member of NEOPA, LPSAOP, and NAEOP for eight years. It seems I get a little

more involved each year. I started out by working on some committees at the local level and attending state conferences while working on my PSP. As I got to know more and more persons, each event became more special and I became more involved. I never dreamed I would be state president; but here I am! I have really enjoyed getting to know more and more of you. I hope you, in turn, will become more involved. It has been said that it takes a village to raise a child, and office professionals are a vital part of that village. Our associations help to affirm that role for us.

National Conference in Boise was the fourth one that I have attended. One special part of those conferences for me is to see and meet past NAEOP Presidents. Four of our honorary members, who are also Past Presidents, were at the Conference: Butch Bender, Jean Fankell, Pat Fleming, and Gini Fulton. Our 2002-03 President, Diane Calloway, attended our Nebraska reception after the PSP banquet. I think it is so neat that they are in the same type of job that we are!! Office professionals have so much in common all over the United States, no matter if you are just beginning your career or soon to retire.

I have worked for Lincoln Public Schools for 14 years, currently as Receptionist in Human Resources. I have been married to Jim for 32 years and we have three sons. Jim works for Nebraska Boiler; Aaron is married, has 2 sons, and lives in Iowa; Brian works at Software Technology, Inc. in Lincoln; and Kevin lives at home and works for P Hardware and TG Construction. I enjoy reading, flower gardening, and our grandsons.



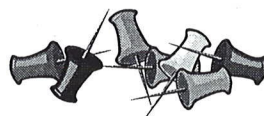
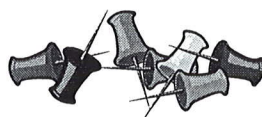
**Jeanne Ann Kardell  
President Elect / Membership Director**

Jeanne Ann Kardell  
President Elect/Membership Director 2003-2004  
Wayne Educational Office Professionals Association

I have worked at Wayne State College for almost 23 years and have been a member of our local association, WEOPA almost as long. I first joined NEOPA in 1985 and have enjoyed attending many state conferences.

After working in various offices here at Wayne State, I am now Office Assistant for the Technology and Applied Science Department, School of Business and Technology. I am back to learning new skills and refreshing old ones. Since my bachelor's degree was Home Economics/Business, I spent many classroom hours in the building I now work in!

My husband, Dan and I have two daughters and a son: Dena-18, Shaun-14 and Jenessa-6. We are members of the Evangelical Free Church, Concord, where I am also on the Women's Ministry board. In my spare time, I enjoy being a BeautiControl Consultant and giving time to Wayne Elementary Boosters, Wayne Baseball Assn. and Wayne Music Boosters. I also serve as Lifesavers advisor (WSC's Right to Life student organization). My hobbies include gardening, interior design (in my own home), trying new recipes and keeping track of everyone's schedules!



**LaRita Lang, CEOE  
Vice President / Meetings Director**

I have been at UNL for the past 22 years, currently in Teacher's College Dean's Office. I am responsible for coordinating several of the events/functions sponsored by Teachers College, I also

type correspondence; schedule meetings and assist faculty members in the college with any projects they may have. I received my Bachelor's degree in Administrative Resource Management from UNL in 2001.

I have been a member of NEOPA for several years and obtained my PSP-CEOE in 1993. Other organizations I'm involved with include UNOPA; University Sertoma Club, serving as Secretary in 2001-2002 and University Credit Union Board of Directors. I am a member of Zion Lutheran Church where I am active in the choir and serve on the fellowship committee and the new building finance committee.

My hobbies include gardening, cooking/canning; antiques, crafts, jogging and biking. I live on an acreage southwest of Lincoln with my husband Gary where we raise chickens. If you ever want some fresh eggs - let me know!!



## NEOPA Board continued



**Judy Rastede**  
Treasurer

I have been married to husband, Gary, for 32 years and am the proud mother of twins, Brian and Teresa, age 26, and daughter, Kristi, age 23. I also just became a first time grandmother with the arrival of Jaden Elizabeth (daughter of Brian) on March 19. I am definitely enjoying this grandmother thing! I was born in Philadelphia and raised in Virginia Beach, Virginia. In 1971, after my husband completed his tour of duty with the Navy, we moved to Gary's home town in Nebraska.

**"Only those who constantly retool themselves stand a chance of staying employed in the years ahead."**

Tom Peters

I have been with the University of Nebraska Northeast Research and Extension Center since 1984 and in my current Administrative Assistant position since 1997. I have been a member of NEOPA for 11 years serving in many capacities; publicity chair, ways and means chair, audit chair, secretary, conference chair -twice, and state treasurer.

I enjoy shopping :), am an avid reader, and love spending time with family and friends.



**Lisa Morehouse, CEOE**  
Past President/Field Service Director  
"Bio of Opportunities"

My first **opportunity** occurred in 1992 when Lincoln Public Schools hired me as a secretary in the Purchasing department. I had been a member of LPSAOP for about a year when I had the **opportunity** to take a computer class with the Rousseau Elementary executive secretary. She knew I had been a member of LPSAOP and encouraged me to get more involved with LPSAOP, telling me that I would never regret it because of the **opportunities** it would offer me. So I took her advice and became involved on the local level where I had the **opportunity** to serve on Negotiations and Bylaws as well as having the honor and privilege of serving as President-Elect, President and Past President.

During that time I became acquainted with a secretary from Lincoln High that encouraged me to join NEOPA and "get involved". She guaranteed that I would never regret this decision because of the **opportunities** it would offer me. (Second verse, same as the first?!) I took her advice and served as Scholarship Director & Awards Director as well as having the honor and privilege of serving as President-Elect, President and currently Past President.

What other **opportunities** did I find by following the advice of these two secretaries? I had the **opportunity** to sharpen my skills as a secretary: improving my grammar (on most days), my proofreading skills (on all days except vacancy bulletin day), my computer skills and organizational skills. I was also encouraged to attend local and state meetings. Through my involvement at the local and state level, I learned about the Professional Standards Program (PSP) and attained my PSP certification--Bachelors, CEOE in 1999.

I joined our national association, NAEOP, in 1997 and attended my first national conference in Chicago in 1997. Since then I have had the **opportunity** to visit Minnesota, Kansas, Indiana, Utah, Kentucky, North Carolina and Idaho. Next state on my agenda is Massachusetts for NAEOP's 70th Anniversary in July 2004.

What other **opportunities** have I had? Through workshops, briefings and classes at state and national conferences, I was given the **opportunity** to improve my networking skills. That gave me the confidence to reach for new challenges in my career. After six years with the Purchasing department, I was hired in my current position as office manager for the LPS Human Resources department.

Another **opportunity** I found was the chance to develop my leadership skills. Starting on both the local and state level as a committee member, I gained the confidence to serve as a committee director and to run for offices.

However, the best **opportunity** I have had was the **opportunity** to meet people and make friends. Because of my involvement in all three levels of associations, I have friends from Nebraska to New Mexico---from New York to Indiana. Some are casual friends, work friends, e-mail friends and conference friends. And some have become very special life long friends.

Thanks to the advice of Dianne Grieser from Rousseau and Chris Wiles from Lincoln High, I became involved in associations that offer all members the **opportunities** I have told you about. In turn I would like to offer you this advice: **"Get Involved!"** Thank you LPSAOP, NEOPA and NAEOP for giving me **opportunities** of a lifetime!

PS: For those of you that would have rather had a regular bio instead I offer this brief synopsis of myself: Born February 6, 1959 as Elizabeth Joan Farris in Ravenna. Received my bachelors' degree in Elementary Education from Nebraska Wesleyan in 1981. Kevin and I just celebrated our 22nd anniversary on August 1. Our son, Brian is a fourth grader at Cathedral of the Risen Christ.





**Julie Kleager, CEOE  
Secretary**

Summer is just about over and it does not seem like I have had enough time to devote to my favorite pastime.....Golf! Many of

you probably know this, but golf is my extra-curricular passion. If anyone calls and wants to play, I will be available!

Last year when I wrote a bio for the NEON, grandson Charlie had just been born. I am glad to report that he is now a little over a year old and walking.....and is beginning to know what "no" means! My husband and I will be going to Charlotte, NC to watch Charlie while his mommy and daddy go on a short getaway. Can't wait!

As for my profession.....I am concluding my 17<sup>th</sup> year as secretary for the maintenance department of Lincoln Public Schools. The Rule of 85 has not been met, so I can't retire yet!

As secretary for NEOPA, I will be "sharing the light" of the association. I look forward to meeting all of you at either the Fall or Spring conference.

# Did You Know?

40 ladies from Omaha, Lincoln, Beatrice and Seward founded NEOPA on May 22, 1964.

The First President was Ina Smith.

NEOPA received its charter from the National Association on July 20, 1964.

The first constitution was adopted on June 13, 1964.

The first Fall Conference was held on November 7, 1964 at the Lincoln Public Schools Administration Building. The Theme was "Opening the Door in '64"

NEOPA was originally called Nebraska Educational Secretaries Association.

Pat Lundahl, who is an active retired member of NEOPA, was the first treasurer of the association and a charter member.

In the summer of 1965, fifteen members of NEOPA attended the National Conference and ten of those received their PSP.

Peg Aldridge, CEOE  
Archives Committee

## NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

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FAX 316/942-7100 • EMAIL [naeop@naeop.org](mailto:naeop@naeop.org)

- ☐ New  
☐ Renewal

- |   |      |   |      |
|---|------|---|------|
| <input type="checkbox"/> Active Membership    | \$40 | <input type="checkbox"/> Institutional Membership               | \$75 |
| <input type="checkbox"/> Retired Membership   | \$20 | <input type="checkbox"/> Corporate Membership                   | \$50 |
| <input type="checkbox"/> Associate Membership | \$40 | <input type="checkbox"/> Magazine Annual Subscription           | \$20 |
|   |      | <input type="checkbox"/> Magazine Annual Subscription (retired) | \$10 |

Membership Application  
Continuous Membership  
(12 full months)  
All fees must be paid in  
U.S. dollars

Outside of U.S. Special postage  
and handling charges apply.  
Please add an additional \$15.

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Office Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ FAX \_\_\_\_\_

Recruited by (Name) \_\_\_\_\_

E-mail \_\_\_\_\_

Active membership fees include a one-year subscription to the association magazine.

- ☐ Check Enclosed ☐ VISA ☐ MasterCard

Card Number \_\_\_\_\_ Expiration \_\_\_\_\_

Signature \_\_\_\_\_

Dues are not deductible as  
a charitable contribution  
for income tax purposes.

- ☐ Elementary  
☐ Middle School / Jr. High  
☐ Secondary  
☐ Higher Education  
☐ State Department  
☐ Administration  
☐ Vocational  
☐ Retired  
☐ Other (specify): \_\_\_\_\_



# From Your State Directors

## Professional Standards Program Carol Packard, CEOE, Director

As a new school year begins, I know we are all doing our part in keeping the education of students on track.

In my new role as Professional Standards Program chair I would like to encourage all of you who have not considered pursuing your PSP Certification to do so. The PSP program acknowledges the combination of education, staff development and association involvement at all levels. Those of us who have attained some level of certification know it is well worth the effort.

Kathy Janda returned from the National Conference with information from the PSP training session on the recertification process. The following information may help you understand what this process involves:

- Application for Recertification will be for the highest PSP certificate level received.
- First recertification date is May 15, 2007,
- Recertification will be every five (5) years by those actively working in the profession.
- Retired members, although encouraged to recertify, have the option.
- The CEOE distinction (if applicable) will be acknowledged on the recertification certificate.

### Recertification Requirements for Current Highest PSP certificate

- Continuous NAEOP membership for five (5) years
- 60 hours continuing education
- \$20 recertification fee with application and documentation

### Recertification Course Requirements

- 60 hours continuing education
  - Hours may be satisfied by any combination experiences ranging from college coursework to seminars, and institutes to workshops.
  - All approved continuing education courses not previously used for certification may be used for your first recertification certificate.
  - Hours for subsequent recertification certificates must be earned from the issue date of the previous certificate....
  - Example: May 16, 2007-May 15, 2012

The PSP books have changed and are available, along with current information and forms on line at [www.naeop.org](http://www.naeop.org).

Should you have any questions or would like more information about the PSP program; your local association PSP chairperson will be able to help you. If your association does not have a PSP consultant or your area doesn't have an association, please contact me or one of my fellow committee members, Kathy Janda and Nancy Summers. We are excited about the coming year and ready to get more of our members PSP certified! The deadlines are September 15, January 15, and May 15.

Congratulation to our new PSP recipients! The following members met the May 15, 2003 deadline:

Gloria Morehead-Advanced III, Option I, CEOE (LPSAOP)  
Donna Straight-Advanced II, Option I (LPSAOP)

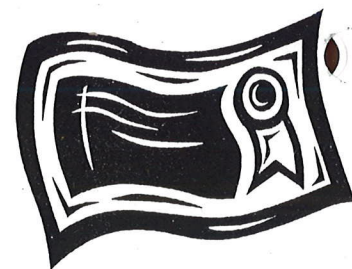
One member has already met the September 15, 2003 deadline:

Carol vanRossum, Bachelor Degree, CEOE (LPSAOP)

Carol Packard, PSP Chair  
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Lincoln, NE 68516  
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Home phone: (402) 423-5196  
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Kathy Janda  
[kjanda@lps.org](mailto:kjanda@lps.org)

Nancy Summers  
[nsummers@lps.org](mailto:nsummers@lps.org)



*"There's a difference between interest and commitment. When you're interested in doing something, you do it only when it is convenient. When you are committed to something, you accept no excuses, only results."*

*Ken Blanchard*

## Nominating Committee Dee Oltman, CEOE, Director

Even as we are in the early days of Dianne's term as President of NEOPA, please consider yourself as a future leader of our association. Continue to "share the light" that Dianne and her team is passing around. Be involved! Be a part of this awesome association. Consider which office you would like to hold in the next term!



## Scholarship Committee

### Edie Schleiger, Director

The NEOPA Scholarship Committee for 2003-2004 is fortunate to have Debbie Hendricks and Pat Hust serving in our effort to promote education.

We will be offering a \$1,000.00 scholarship to a student who will be pursuing a business career. Please assist the Scholarship Committee in spreading the word to qualified applicants. The application and guidelines are available on the web site as well as in this issue of the NEON.

Please find the updated Student Scholarship Guidelines, Scholarship Application, and Biographical Information form, and make copies as needed.

Have all of your co-workers  
joined NEOPA yet??



Nebraska Educational  
Office Professionals  
Association



## Membership Report

**Jeanne Ann Kardell, President Elect**  
**Membership Director**

At the March board meeting, it was decided that membership forms should be e-mailed to all current members, asking them to bring their completed forms with them to the spring conference for a chance at a free membership. What a great response we had! Linda Teach, WEOPA held the winning membership form.

These are the totals to date of NEOPA memberships:

New Members	8	
Active Renewals	81	
Associate Members	4	(1 Life)
Active Retired	11	(1 Life)
Retired Members	4	
Honorary Members	11	
Total members	119	

This puts us only 21 total fewer than the end of 2002-03! A letter, copy of the Bylaws and membership card have been sent to each current member.

## Past President Report

### Lisa Morehouse, CEOE, Past President

### Field Service Director

The role of NEOPA Past President includes serving as the Field Service director. What is Field Service? Field service is the act of providing in-service sessions and/or workshops at the local and state levels to promote the association and professionalism of educational office professionals.

As part of the NEOPA Marketing plan, we want to help establish and in some cases re-establish associations throughout the state. We want to not only recruit new members and create new associations but we also want to retain what we have.

I am looking for committee members that would be willing to work towards these goals. If you are interested in being part of an exciting and fun committee that is committed to the growth of NEOPA, contact me for more information!

On that note, if you would like us to visit your association to promote membership growth and professionalism, please contact me at any time. We are here to serve you!

## Bylaws Report

### Roxanne Hiatt, CEOE, Director

I am happy to serve as the Bylaws Director for NEOPA. Sharon Hitzeman and Kathy Janda have agreed to serve with me on this committee. All paid members will receive a copy of the Bylaws with their membership card.

Members of NEOPA can make changes to the Bylaws with a two-thirds approval vote and a majority approval for a change to the Standing Rules. After you have a chance to review your copy, feel free to contact me with any questions or concerns. [rhiatt@lps.org](mailto:rhiatt@lps.org) or 402-436-1204. Your inquiries will be brought up for discussion at the next board meeting for potential action at a general meeting.

Share The Light, invite all the secretaries in your building or department to be part of our state organization. We have an exciting year ahead of us.

# MARK YOUR CALENDARS!

**2004 NEOPA Spring Conference**  
**40th Anniversary Celebration**





# Year End Reports

## NAEOP Liaison Final Report – 2002-03

Lola Young

What a year this has been.

I did all the normal "Liaison duties" such as sending out NAEOP information to individuals who indicated they were interested in receiving such information, writing articles for the NEON, attending board meetings and general meetings as well as the board retreat, took care of the details for the National conference in Boise, Idaho as well as a few new items. This year the board authorized me to purchase flags to take to National for all of our members and scarves (worn at National on the day of the flag ceremony) to "loan" to members who didn't have them, and to purchase pins outright and then sell them to those attending National. At \$1.70 each, the pins were a bit higher priced than in past years. I purchased all that my supplier had in stock and sold them all. Unfortunately, I had more people who would have liked to purchase pins and the supplier raised the price by 80 cents per pin which wasn't very appealing. As a result, next year I will order a larger quantity.

We ended up with 22 ladies from Nebraska attending the national conference in Boise and we enjoyed a great deal of success while there. The following people were elected to committees during the general sessions: Deb Ryan, Advisory Council and Affiliations; Lisa Morehouse, Bylaws; Lola Young (me), Nominations and Elections; and Chris Cary, Scholarship (Student). We also had the other little award that I hesitate to mention because I don't want to sound boastful. I'm sure it's mentioned elsewhere. The conference was busy as usual and none of us got as much sleep as we would have liked to have had, and some of us got very tired of airports and delays, but we all enjoyed it enough that we can't wait for BOSTON in 2004!

For next year we are talking about changing our dress for the day of the flag ceremony. Carol Bom, Debbie Hendricks, and Nancy Summers have volunteered to assist me in that area. Thank you Carol, Debbie, and Nancy! I will also start working on pins for next year within the next month or two so we can have something new and different and hopefully not too expensive.

Thank you to President Lisa for allowing me to serve NEOPA again this past year and to President Dianne for allowing me to continue serving in 2003-04.

Fall leaves, crisp weather and Husker football. The cool weather may not be here yet but the football soon will be. On October 11, one lucky person will be holding the football! The NEOPA Ways & Means committee will be raffling a Husker football signed by both Tom Osborne and Frank Solich. Raffle tickets will be mailed to association presidents, available from board members or by contacting Jenn Keller. The tickets will sell for \$1 each, 6 for \$5 or 13 for \$10. Information will be sent with the tickets. The lucky winner will be drawn on October 11 at the Fall Conference in Omaha!

Another exciting Ways & Means event to watch for is the ruby necklace raffle. We will be giving away a beautiful ruby necklace worth \$170! Further details will be coming at the Fall Conference and in future NEON's!





**Annual Treasurer's Report**  
**Fiscal year June 2, 2002 to May 31, 2003**

**CHECKING ACCOUNT**

Balance forwarded 5/30/02	\$2,922.32
Total Interest Earned	6.36
Total Deposits	9,136.25
Service Charge \$4.00/mo.	- 48.00
Check printing charge	- 14.95
Total Expenses	- 8,902.58
Ending Balance 5/31/03	\$3,099.40

**OPERATING CD**

Balance forwarded 5/31/02	\$4,879.97
Interest Earned	95.06
Balance as of 5/31/03	\$4,975.03

**OPERATING SAVINGS**

Balance forwarded 6/30/02	\$3,511.33
Interest Earned	27.95
Ending Balance 5/31/03	\$3,539.28

**SCHOLARSHIP SAVINGS**

Account opened 8/15/02	\$ 616.63
Interest Earned	4.14
Total Deposits	2,128.76
Withdrawal to Checking	- 1,000.00
Balance as of 5/31/03	\$ 1,749.53

**SCHOLARSHIP CD**

This CD was surrendered and the balance transferred to the new Scholarship Savings account to enhance access to these funds.

Respectfully submitted,  
 Judy Rastede, Treasurer

**2002-2003 "The NEON" Final Report**  
**Deb Ryan, CEOE, Director**

This has been an interesting year to say the least. We put out four editions of "the NEON" this year, one each quarter. The publication is also located on the NEOPA website.

I hope everyone enjoyed hearing from our NAEOP Officers this year. I would like to continue to get these articles to share with state members, that might not be national members, so they can see some of the exciting things going on at the national level.

Also, I've had a lot of positive comments regarding the articles from presidents of our local associations. It's nice to know what other associations are doing, sometimes we might get ideas for our own local; or an association might be having a fundraiser or event that others would like to support.

Respectfully submitted,  
 Deb Ryan, CEOE

*The rule of accuracy: When working toward the solution of a problem it always helps if you know the answer.*

John Peer

**Annual Audit Report**

**Fiscal year June 2, 2002 to May 31, 2003**

NEOPA books for the period June 1, 2002 to May 31, 2003 was Audited by Lynn DeShon and reviewed by Peg Aldridge. All accounts were found accurate and in order.

Individual account reports listed below:

<b>Checking Account #92503962</b>	
Balance forward 5/30/02	\$ 2,922.32
Total Interest Earned	6.36
Total Deposits	9,136.25
Service charge \$4.00/mo	-48.00
Check printing charge	-14.95
Total of checks	-8,902.58
Ending Balance 5/31/03	\$ 3,099.40

Checking account was audited and found correct. All documentation was in order.

**Savings CD #204300016**

There was little documentation on this account. The Treasurer's report is in balance with statement dated 4/7/03.

**Operating Savings #6307966234**

Balance per 6/30/02 statement	\$ 3,511.33
Interest July 02 thru May 3, 2003	27.95
Balance per statement 5/31/03	\$ 3,539.28

Bank quarterly statement were reviewed and the Treasurer's balance is correct.

**Scholarship Savings #6309168581**

Opened 8/15/02	\$ 616.63
Balance per statement 12/31/02	618.58
Interest Jan. thru May 03	2.19
Total Deposits	2,128.76
Withdrawal Trans to checking 4/2/03	-1,000.00
Balance 5/31/03	\$ 1,749.53

The account was audited and found to be correct.

**Scholarship CD #3019513189**

5/25/99 opening balance	
per statement	\$ 978.53
5/25/02 renewal balance	
per statement	\$1,128.03
3/26/03 closed, balance	
transferred to scholarship savings	\$1,145.41

Very little documentation. Documentation was reviewed and in order.

Respectfully Submitted by: Reviewed by:  
 Lynn DeShon, CEOE ..... Peg Aldridge, CEOE  
 NEOPA Audit Chair ..... Audit Committee Member



HAVE YOU HEARD?

THE  
LPSAOP  
Auction

is coming soon!

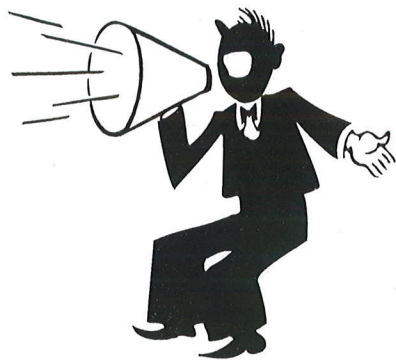
Tuesday, September 30<sup>th</sup>

At the Lincoln Public Schools District Office, ROOM E111  
Bidding Starts at 5:30 p.m., doors open at 5:00 p.m.

- ❖ Hand-woven Baskets \* Eileen's Cookies Gift Certificates \* Adventure Golf Passes
- ❖ Nebraska Husker Items \* Books \* Golf at Knoll's Country Club \* Grisantis
- ❖ Famous Dave's Gift Certificates \* Bowling Packages \* Many Craft Items \* Tanning Packages
- ❖ Runza Restaurant \* Christmas Holiday Craft Items \* Target \* Country Ham
- \* Health & Skin Care Items \* Fitness Memberships \* Haymarket Restaurant Certificates \*
- \* And Many more various items all up for grabs \*

Don't Miss the Event of the Year!

Please contact Shelly Dodds at [sdodds@lps.org](mailto:sdodds@lps.org) if you have any questions.



In Memory

Angie Ellis, long-time NEOPA member passed away on Monday, September 8, 2003 in Wayne, Nebraska. Memorial services were held at Our Savior Lutheran Church in Wayne on Friday, September 12. Memorials may be designated to the music program at Our Savior Church.

Angie had been a NEOPA member since 1975, having joined when WEOPA was organized in Wayne. She served as state secretary for several years and earned her PSP. In WEOPA she has served as Vice President, President, and State Conference co-chair. She rarely missed a state conference and NEOPA was an important part of her life.

Angie started work at Wayne State College on August 16, 1971 as Secretary to the Dean of Education, and later became the teacher education certification officer, continuing to work in the Education department until her retirement on June 30, 2001. During that time she worked through the transition of a number of deans and department chairs, and was an "anchor" for that faculty.

Angie grew up in Wayne and graduated from the Wayne Public Schools. She was an active member of Redeemer Lutheran Church, now merged to Our Savior Lutheran Church, where she sang in the choir for most of her lifetime, even up to a few months before her death. She is survived by her husband Fred "Fritz," two sons in Olathe, Kansas and Parker, Colorado, and two daughters in Coleridge, Nebraska, and Thornton, Colorado, and their families. She will be missed by her family, friends, and colleagues.



## Nebraska Educational Office Professionals Association Student Scholarship Guidelines

The members of the Nebraska Educational Office Professionals Association (NEOPA) annually award a scholarship to a qualifying graduating student who has completed a major course of study in the area of Business Education in a Nebraska high school or may currently be pursuing such a course of study in a post-secondary institution of higher learning.

Guidelines for awarding this scholarship will comply with the requirements for the Marion T. Wood (MTW) Student Scholarship awarded nationally so that the recipient will be Nebraska's entry for the MTW Student Scholarship. In the event that a local association has already submitted this recipient's name, the alternate will be NEOPA's candidate for the MTW Student Scholarship.

### Eligibility

- ❖ Graduation from a Nebraska high school or its equivalent, i.e. GED.
- ❖ Completion of two or more business education courses (four semesters) from among the following: computer classes, keyboarding, typing, shorthand, accounting, office practices and procedures, and/or bookkeeping.

### Application Process

The candidate must complete the application and the biographical information form provided by NEOPA. **The application must be keyboard generated.**

If a **Graduating High School Senior**, the application must include:

- ❖ A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation".
- ❖ Three (3) letters of recommendation:
  - ♦ One from a principal, counselor or other administrator which describes the student's character, personality, initiative, and home background
  - ♦ One from a business education teacher
  - ♦ One from a non-family, non-educational office professional member.
- ❖ An official high school transcript indicating class rank at the end of the junior year.

If a **Higher Education Student**, the application must include:

- ❖ A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation".
- ❖ Three letters of recommendation:
  - ♦ One from an advisor or counselor who can describe the student's activities/leadership record and the student's character, personality, and initiative
  - ♦ One from a former teacher or former/present employer
  - ♦ One from a non-family, non-educational office professional member
- ❖ An official college transcript.

Applications for this award must be postmarked by **January 2, 2004.**

**Submit the original and two (2) photocopies** of the application and support material. Materials will not be returned.

## Nebraska Educational Office Professionals Association Student Scholarship Guidelines

### Scholarship Determination Process

Award of the scholarship is based upon academic achievement, financial need and initiative of the student.

The scholarship amount will be determined according to available funds and will be awarded annually in the spring. It will be awarded in the amount of \$1000.00 for the spring of 2004. The applicant must have applied for admission to a higher education institution. The course of study will prepare him/her to enter an office-related profession, preferably in the field of education. If the recipient is unable to enroll in an institution of higher education by the fall term of the year he/she is selected, the scholarship will be deemed forfeited and the award will be given to the alternate. All applications will be kept until enrollment of the recipient has been verified.

Judges selected by the NEOPA Scholarship Committee will determine the award winner and the alternate. The recipient's school will be notified prior to the school's awards assembly and the recipient will be invited to the Spring Conference where the NEOPA Scholarship Certificate will be presented.

Two payments of \$500.00 will be made by check, one per semester, to the institution verifying the recipient's enrollment. It is the responsibility of the recipient to submit the required information to the NEOPA President for payment.



**Nebraska Educational Office Professionals Association  
Scholarship Application – Must be keyboard generated**

Full Name \_\_\_\_\_  
                    First                      Middle                      Last

Home Address \_\_\_\_\_ Telephone \_\_\_\_\_  
                    Street                      City                      State    Zip

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_ Female \_\_\_\_ Male \_\_\_\_

Name and address of high school or college you now attend \_\_\_\_\_  
\_\_\_\_\_

Graduation date from high school/college \_\_\_\_\_

List in order of preference three colleges, universities or business schools where you have formally applied for admission or the institution where you are presently enrolled.

	Accepted	
	YES	NO
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

List any extra-curricular school activities including athletics, music, and any offices held.

\_\_\_\_\_  
\_\_\_\_\_

Academic awards or honors

\_\_\_\_\_  
\_\_\_\_\_

List any community activities (non-school) including offices held.

\_\_\_\_\_  
\_\_\_\_\_

Have you worked part-time during your school career? If so, list:

Where Employed                      Primary Responsibility                      Dates

\_\_\_\_\_  
\_\_\_\_\_



**Nebraska Educational Office Professionals Association  
Biographical Information – Must be keyboard generated**

Applicant's Name \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Father's Address \_\_\_\_\_  
City State Zip

Mother's Address \_\_\_\_\_  
City State Zip

Father's Occupation \_\_\_\_\_ Mother's Occupation \_\_\_\_\_

Stepparent/Guardian/Spouse's Name, if applicable \_\_\_\_\_

Number of dependent brothers/sisters and their ages \_\_\_\_\_

Will your parent/s assist you financially in continuing your education? \_\_\_\_\_

How much additional assistance do you feel you will need to continue your education after graduation from high school or to continue in college? \_\_\_\_\_

What is your chosen major? \_\_\_\_\_

What are your career plans? \_\_\_\_\_

Please check the range of your family's income.

\_\_\_\_\_ Below \$15,000

\_\_\_\_\_ \$25,000 - \$29,999

\_\_\_\_\_ \$40,000 - \$44,999

\_\_\_\_\_ \$15,000 - \$19,999

\_\_\_\_\_ \$30,000 - \$34,999

\_\_\_\_\_ \$45,000 - \$49,999

\_\_\_\_\_ \$20,000 - \$24,999

\_\_\_\_\_ \$35,000 - \$39,999

\_\_\_\_\_ \$50,000 or above

List any other family/financial circumstances that should be considered. \_\_\_\_\_

I, the applicant, certify that the above information is true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Return application, support materials and two photocopies of all to:

Edie Schleiger, NEOPA Scholarship Director

University of Nebraska-Lincoln, Office of Admissions

1410 Q Street

Lincoln, NE 68588-0417

Postmark Deadline: January 2, 2004



## Lola Young

# 2003 Olive T. Ritchie Educational Office Professional of the Year

Each year at National Conference one person is awarded the highest honor that an educational office professional in our association can achieve. It is the Olive T. Ritchie Educational Office Professional of the Year award. We are very proud that Lola Young was the recipient of this year's award. Lola is only the second office professional from Nebraska to receive this prestigious award. Joyce Graybill, now retired, was the recipient in 1993. We salute both Lola and Joyce.

The following excerpts from our Nomination Form show why Lola was the one selected from the 24 nominees.

"From her work experience, to her personal activities, to her association involvement, Lola exemplifies what a true professional is in every sense of the word.

"Lola has worked her way through the University of Nebraska system from a Clerical Assistant to a Supervisor of Residence Services over the past 22 years. She continues to improve herself through in-service courses, seminars, workshops and college classes.

"Lola has the ability to lead and goes above and beyond the call of duty. When she was our NEOPA President-elect, Lola was asked to take over the reigns of President due to a resignation. She willingly and very capably served two consecutive terms as our NEOPA President!

"Lola has the ability to be a team player as well as a leader. She has been a local, state, and national association member for over 15 years and takes every opportunity to contribute her services, skills, and knowledge. She takes the time to lead, mentor, and advise her fellow office professionals to enable the associations to move forward and grow professionally."

Lola is very deserving of this honor. She has worked hard throughout her personal and professional life. She is dedicated to her family, her friends, and her job. She goes above and beyond what is required of her in any endeavor she undertakes.

Congratulations, Lola, we are very honored to be among your friends!!



## Thank You!

Thank you to all of my NEOPA friends. I was overwhelmed with all the wonderful gifts I received upon receiving my award. The little party with the special sash was quite a surprise and a whole lot of fun. Special thanks for the beautiful corsage, the necklace and earrings. The corsage was beautiful for the luncheon and the installation banquet and the necklace and earrings will be a constant reminder of my special NEOPA and UNOPA friends.

Lola Young, CEOE  
2003 Olive T. Ritchie  
Educational Office Professional of the Year



Past Olive T. Ritchie Educational Office Professionals of the Year pictured with 2003 winner, Lola Young, CEOE, UNOPA



**National Association of Educational Office Professionals  
69<sup>th</sup> Annual Conference and Institute  
July 14-18, 2003 Boise, Idaho**

I was proud to represent NEOPA at National Conference in Boise this past July. It was an honor for me to carry our Nebraska flag in the Opening Ceremonies of the General Session. The parade of all 50 state flags has been a highlight of each of the four National Conferences that I have attended.

As NEOPA President, I was our delegate to Advisory Council. This is the meeting forum for the associations that are affiliated with the National association; it is composed of one delegate from each affiliate. Approximately 89 of the 197 affiliates sent a delegate to Advisory Council this year. Our focus was on ten agenda items that had been submitted by affiliates, and we also elected two persons to serve on each of the eleven national committees.

The Advisory Council's recommendations for these agenda items were presented at the General Session, and then the whole assembly considered and voted on them. The one item that directly affects our association is that the deadline for affiliating with the National association was moved from May 1 to January 15, beginning in the year 2005. Two advantages of affiliating with the National association are to have a voice in the National association via Advisory Council and to receive current applications for National awards. (NEOPA has affiliated with the National association for the 2003-04 year!)

Several NEOPA members were nominated and elected to committees at the General Session. They are: Deb Ryan, LPSAOP, to Advisory Council and Affiliations; Lisa Morehouse, LPSAOP, to Bylaws; Lola Young, UNOPA, to Nominations and Elections, Sandy Lineberry, UNOPA, to Foundation Scholarship; and Chris Cary, UNOPA, to Student Scholarship. Other members served as pages and tellers.

Many honors are awarded at the various breakfasts, luncheons, and banquets that are held during the week. NEOPA is proud to have had nominees in several categories. Although they did not receive top honors at the conference, we have a top-notch newsletter, *the NEON*, Web site, and student scholarship recipient! Susan Bell, LPSAOP, was recognized for receiving her PSP and Lola Young, UNOPA, was chosen the Olive T. Ritchie Office Professional of the Year for 2003!

One area in which all of us can help is in recruiting. Awards are given to individuals for recruiting new members of NAEOP, and to associations and areas for increase in NAEOP membership. Share your associations with your coworkers and encourage them to join us!

I was pleased to see four of our honorary members this year at conference: Elverda 'Butch' Bender (1983-84 Past President), Jean Fankell (1995-96 Past President), Pat Fleming (1984-85 Past President), and Virginia 'Gini' Fulton (1980-81 Past President).

It was a great experience to 'Set Free Your Hidden Treasures' in Boise at the National Conference and an honor for me to represent NEOPA at Advisory Council. I want to recognize Deb Ryan for being our Alternate Delegate.

Respectfully submitted,  
Dianne Dickey, CEOE

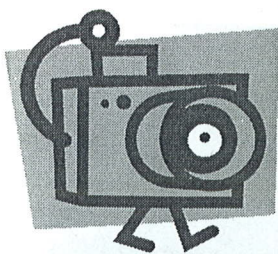


Dianne Dickey, CEOE, 2003 NEOPA State President, proudly displays the Nebraska State flag at the NAEOP National Conference in Boise, ID in July 2003



Chris Carey, 2002-2003 UNOPA President, pictured with NAEOP President, Diane Callaway, receiving Website award at the NAEOP National Conference in Boise, ID in July 2003





# Picture This: 2003





# NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

## MEMBERSHIP FORM

June 1, 2003 – May 31, 2004

Type of Membership: \*New ☐ Renewal ☐

### Classification:

Active \$15.00 ☐ Active Retired \$15.00 ☐ Associate \$15.00 ☐ Retired \$5.00 ☐

### PERSONAL DATA

Name

Street Address

City

State

Zip

Home Telephone

Birthday (Month/Day)

E-mail Address

### EMPLOYMENT DATA

Educational Institution

School/Department

Office Telephone

Street Address

City

State

Zip

Name of Supervisor and Telephone

### LOCAL

Are you a member of a local educational office association? Yes ☐ No ☐

What is the name of your association? \_\_\_\_\_

If there is no local association, would you like help forming one? Yes ☐ No ☐

Are you President of your local association (2003-2004)? Yes ☐ No ☐

### NATIONAL

Are you a member of the National Association of Educational Office Professionals? Yes ☐ No ☐

Do you hold a Professional Standards Certificate (PSP)? Yes ☐ No ☐

Option I or II ☐ LEVEL \_\_\_\_\_ CEOE? Yes ☐ No ☐

Would you like more information about: The National Association? Yes ☐ No ☐

Professional Standards Program? Yes ☐ No ☐ PSP Recertification? Yes ☐ No ☐

### STATE

Have you ever held an office or served on a committee in NEOPA? Yes ☐ No ☐

Please list position/s and year/s: \_\_\_\_\_

Would you be willing to serve in an elective office or on a committee?

2003-2004 year Yes ☐ No ☐ 2004-2005 year Yes ☐ No ☐

Please list office/s or committee/s of interest: \_\_\_\_\_

Please make check payable to **NEOPA** and mail with completed form to:

**NEOPA Membership Director**

**PO Box 83872**

**Lincoln, NE 68501-3872**

\*New Members: Name of person who recruited you \_\_\_\_\_

Date \_\_\_\_\_

**Questions? Contact President-elect Jeanne Ann Kardell at 402-375-1592 (h) or 402-375-7318 (o) or email at [jekarde1@wsc.edu](mailto:jekarde1@wsc.edu)**

**Revised 4/03**

# CRITERIA FOR NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION EDUCATIONAL PROFESSIONAL OF THE YEAR AWARD

1. An association, an administrator, or any individual member may submit nominations for candidates for the NEOPA Educational Professional of the Year Award.
  2. Any candidate for this award must:
    - a. Be a current NEOPA member and must have held membership in NEOPA for a minimum of three consecutive years.
    - b. Be a current member of a local association (if an association is available).
    - c. Be a recipient of a PSP (Professional Standards Program), a CPS (Certified Professional Secretary), or be working toward a certificate.
    - d. Be currently employed as an educational office employee (whether that position is secretary, clerk, bookkeeper, registrar, media aide, etc.) and must have been employed as an educational office employee for a minimum of five years. Candidates may be employed in any educational institution, agency, or office in either private or public school system, institution of higher education, or educational office in government.
- The Nomination Form (Form 1) must be submitted to the NEOPA Awards Committee Director, Carol Marsh, by **May 1, 2004**. Nomination forms received **after** that date will **not** be considered.
3. The Application Form (Form 2) will be sent to the candidate by **May 1, 2004**. The candidate should complete this form and submit it, with all required recommendations, to the NEOPA Awards Committee Director, Carol Marsh, by **August 30, 2004**. Application forms received after this date cannot be considered.
  4. The panel of judges will base their final decision on the following criteria:

• Professional activity (association activities)	30%
• Education and workshop participation	30%
• Recommendation letters (one from immediate supervisor and one other of candidate's choice)	25%
• Personnel evaluation ratings	10%
• PSP/CEO/CPS (recipient of or working toward)	5%
  5. The NEOPA Educational Professional of the Year will be recognized at the NEOPA Fall Conference.
  6. The NEOPA Educational Professional of the Year will submit all necessary updated information to the National Association of Educational Office Professionals (NAEOP) for consideration in the following year's Olive T. Ritchie Educational Office Professional of the Year Award selection.



**2003-2004**  
**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**

***Educational Professional of the Year Nomination Form***

Full Name of Candidate \_\_\_\_\_

Place of Employment \_\_\_\_\_  
(Full name of school, college, agency, or district)

Office Address \_\_\_\_\_  
(Street address, city, state, zip code)

Candidate's immediate supervisor \_\_\_\_\_  
(Full name and title)

Local Association (if applicable) \_\_\_\_\_

Reasons for nomination: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You may submit additional information if necessary.

Date this form submitted: \_\_\_\_\_

Name of Nominator (Please Print): \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

Return this form to: Carol Marsh  
NEOPA Awards Director  
909 Lloyd Court  
Wayne, NE 68787

**DEADLINE FOR RECEIPT OF THIS FORM IS May 1, 2004.**

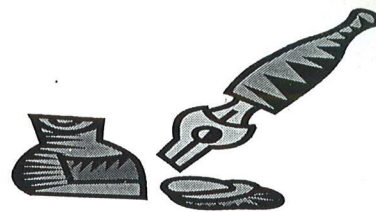
Form 2 (Application Form) will be sent to nominee upon receipt of this form.



# News From Central Area

**Central Area Update**  
Theresa Cote, Director

I enjoyed seeing many of you at the national conference last month in Boise. Forty-eight Central Area members attended our annual breakfast and meeting that followed. Members approved donating \$250 to the NAEOP Foundation. As a follow-up to the Central Area meeting, we are looking into a Central Area banner to display at Central Area PDD, as well as possibly the national meeting. Ladies from the Illinois association will be following up on this item. We also agreed to sell stainless steel knives at Central Area PDD. Members were recognized for receiving their PSP certificates this past year, as well as state presidents and those who served on the 2002-2003 NAEOP board and standing committees.



The 14th Annual Central Area Professional Development Day will be held March 26-27, 2004 in Schaumburg, Illinois. The Illinois association is hosting the conference and they have planned another exciting and informative session. Please put this date on your calendar and plan to attend the 2004 Central Area PDD.

I extend my very best wishes to each of you and your association for a very successful year! If I can be of assistance to you in anyway, please let me know.

## HAPPY BIRTHDAY TO YOU!!

### SEPTEMBER

9/5	Amy L Chandler
9/6	Jeanne Ann Kardell
9/13	Ann Crews
9/15	Leslie J Brooks
9/15	Gloria Morehead
9/15	Judith Rastede
9/16	Dee (Deloris) Oltman
9/17	Naomi Robinson
9/18	Kathryn A Arehart
9/18	Doris Merriman
9/22	Joyce E Graybill
9/22	JoAnne Lahm
9/30	Linda Teach

10/10

10/21

10/25

10/26

10/26

### OCTOBER

Mary Betten  
Linda Hansel  
Denise Mostek  
Susan Bell  
Carol Reed

### NOVEMBER

11/2	Carol Wusk
11/3	Becky Hastings
11/6	Janet Skoog
11/12	S Lynn DeShon
11/12	Mary L Plaza
11/12	Barb Carley
11/19	Barbara Homer
11/21	Jennifer Keller
11/26	Marlys Beuning
11/29	Roxane L Hiatt



# News From Around The State

## LPSAOP News

It is hard to believe that it is a new school year! I hope everyone had a great summer and was able to do something special.

Our membership is only \$12 per year. Membership is open to Secretaries and Technicians. Some of the benefits we offer are voting on our contract (only secretaries receive this benefit), participating in the PSP program, participating in Secret Friends, meeting new friends, receiving a copy of The Chronicle and participating in social gatherings. Retired Secretaries and Technicians may join as associate members, which allows the same benefits except they are unable to vote and be a chairman of a committee. However, they can serve on committees, participate in Secret Friends, and attend all social gatherings. Active Technicians can be appointed to chair some of our committees.

Our biggest fundraiser for our scholarships is our Auction. It will be held on September 30, at 5:30 in Room E111 at the Lincoln Public Schools District Office. The public is invited to attend. Doors will open at 5:00 for viewing. We have many donated items from various businesses. Come and do your Christmas shopping early. If you would like more information, please contact me.

We will hold our first general meeting on September 25 with our Fall Get-Together. Other general meetings held throughout the year are the Winter Tea, April meeting, and Spring Dinner. It is always fun to see each other outside of the office and get to know members in other buildings.

Nine of us went to the National Conference held in Boise, Idaho. We all had a great time. It was fun getting together with others from Nebraska. I especially enjoyed seeing Lola recognized as Educational Office Professional of the Year.

Debbie Doolittle, CEOE  
President, LPSAOP



Education Rings For All



## UNOPA News

The University of Nebraska Office Personnel Association Report of Activities

The University of Nebraska Office Personnel Association (UNOPA) has had a busy summer. I called a special meeting of our Board of Directors in July and encouraged members not on the Board to attend. The main purpose of the meeting was to brainstorm together and discuss ideas on how we can increase our membership. We have a wonderful core group of dedicated members, but we need to expand to areas on campus not represented. This meeting was very successful, as we came up with lots of ideas to implement for the coming year. I have an outstanding Board of Directors to work with this year, and look forward to working with them to accomplish our goals.

Nine UNOPA members attended the National conference in Boise, Idaho. Jeanne Andelt, Kathy Bennetch, Carol Bom, Chris Cary, Debbie Hendricks, Sandy Lineberry, Diane Wasser, Sandy Watmore and Lola Young were those in attendance. We were very proud of Lola Young, the Olive T. Ritchie Educational Office Professional of the Year, as she accepted her award at the National Conference. It was fun to have all of the Nebraska ladies sit together towards the front of the room! We had a great time networking and making new friends at this conference.

We were also excited to receive the first Past Presidents Council's Web Site Award for the Novice/EOP Designed! Chris Cary, our President during 2002-03 accepted the award from Diane Callaway, NAEOP President. The award is now hanging proudly in Kathy Schindler's office, our web page technician. She and her committee have done a lot of work to bring the web site up to an award winning level.

We had our annual Summer Social on Wednesday, July 30. Linda Luedtke and her committee set up a wonderful party atmosphere in the Hewit Place, at 1155 Q Street near our city campus. We were able to see some historical quilts, view artwork, and see the Lentz Center. All those in attendance enjoyed the casual atmosphere, the networking, the fellowship, the games, and the salads that everyone contributed. It was a great way to begin our year together!

I know that Sandy Watmore, President elect, and her committee are working diligently on setting up outstanding programs for this year. Tricia Liedle and her committee are also working diligently on a professional growth workshop to be scheduled in early November. We plan to offer PSP brown bags and hands on working sessions, as one of our goals is to have more members earn their PSP certificates this year. We also plan to encourage our members to join both the state and national organizations. There are so many benefits to being a "3-D" member. We want to pass that on to as many people as we can! See you all in October in Omaha at our state conference!

Carol Bom, UNOPA President 2003-04



# OEOPA News:

Hello Office Personnell

OEOPA has great plans emerging for you this year and we hope that you will join us for our meetings each month. It's only \$10 to join and \$5 of every membership goes toward the scholarship fund. Remember there are many benefits of attending monthly meetings.

With just the minimum of four meetings attended for the school year you qualify for attending and inviting guests to the Annual Bosses' Breakfast. Last year we opened up the attendance opportunity as an experiment, and allowed all office personnel the chance to come and see what Bosses' Breakfast was all about. In order to change the original procedures, an amendment to our By-laws may be necessary. If you have an interest in this item please attend one of our meetings, soon, in order to address the issue with ample time for consideration. Members who attend the meetings vote on the decisions for Bosses' Breakfast and other items of concern. Each meeting develops independently with the Old Business. Don't miss the chance to have your voice heard. "A day late and a dollar short", as the saying goes.

The most important focus of Bosses' Breakfast is to pamper your boss and award some deserving high school graduates in our district continuing education scholarships. This past year we featured the culinary arts students and we hope to extend similar invitations as the events allow. If you have a new idea, let us know--something new is always fun!

OEOPA works toward these scholarship awards throughout the school year with fund raising activities. Members who attend the meetings make nominal donations toward the Holiday Family Fund. Each year the Holiday Family Fund Committee selects a needy family within the district to sponsor with gifts at holiday time. Without members at meetings this activity could not be supported.

Some speakers are planned for the 03-04 school year but we are looking for input from members as to what their interests are. Please call me if you have a connection or suggestion for a meeting.

I would like to coordinate a couple school visitations for meetings this year. I am asking interested Office Personnel to compose their idea via email or snail mail. Please include your name, name of the school and points of interests you believe other office personnel would find interesting and beneficial. We have so many schools in the district, each with something special to offer that we could be sharing to bring us closer together in our association. Each entry will be reviewed, and selections will be voted on at the November 25th meeting and additionally, your entry will be published in the OEOPA News. Entry deadline is November 15th.

Our next meeting will be September 23rd. Be sure to join us and bring your recipe. Recipes will be published in the following newsletter.

Yours for OEOPA,

Remember the Children, They ARE the Future!

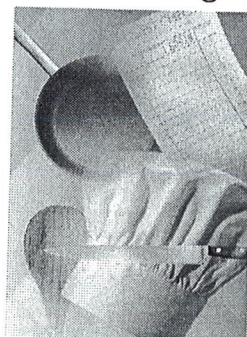
Kitty Buettner, President

Omaha Educational Office Personnel Association

## Staff Relationships

Courtesy usually begets courtesy. The colleague who says, "Thank you" or "Please" or "May I help?" establishes a foundation of concern and caring for those with whom he or she works. When people incorporate courtesy into their daily functioning, a valuable lesson is taught to all in the very best of ways -- by example. One thing is certain: Colleagues rarely are discourteous to a courteous colleague.

Have you been wondering how we could call the "NEOPA is Really Cookin'" recipe collection a cookbook without your zucchini bread recipe or prize-winning 3 alarm chili? Well, then here's your chance to remedy the situation! The Ways and Means committee will be printing an addition to last fall's recipe collection. Send your favorite recipes to Jenn Keller, Ways and Means Director, for possible inclusion in the 2nd addition. Send them via mail to 667 W Road Wisner NE 68791 or via email to [bjkeller@conpoint.com](mailto:bjkeller@conpoint.com).



**Recipes must be received by September 22, 2003!!!!!!**



Nebraska Educational Office Professionals Association  
**Refresh & Renew** Annual Fall Conference Program

October 10-11, 2003  
**Teacher Administrative Center**  
Omaha Public Schools  
3215 Cuming Street  
Omaha, NE 68131

**Friday Evening, Oct 10**

**River City Star Cruise & Dessert Bar**

**6:30 p.m. Riverboat Departs/Sign-in/Dessert Bar/Meet & Mingle**

**7:00 p.m. Reaffirm & Replenish**

*Lucille Saunders OPS Library Media Specialist & Storyteller*

**8:30 p.m. Dock/Personal Exploration Time**

In order to receive one full year PSP point for the conference, you must attend all workshops, including this Friday evening workshop.

**Saturday, October 11**

**Teacher Administrative Center/OPS**

**7:30 a.m. Registration**

**8:00 a.m. Flag Ceremony & Welcome** (Board Room 2nd floor)

Welcome by Dr. John Mackiel Superintendent of the Omaha Public Schools.

**8:15 a.m. Refresh & Renew the Attitude in You**

**Keynote speaker:** Jane Clark, Corporate Trainer and Course Developer. Jane has been in the corporate training field since 1994 and is known for her dynamic, motivating and humorous speaking style. With extensive experience creating programs on more than 20 training topics, Jane has delivered career workshops across the country and Canada. Jane maintains a university level teaching credential and was with the Grossmont Unified School District as an adult school trainer for over 16 years. Creating the first legal curriculum for a two-semester course, and maintaining a recruitment and placement goal for graduating students of 94%, led to her being named Teacher of the Year in 1994.

**10:00 a.m. Refreshing Pastries & Juice in the Renewed Marble Area**

**10:15 a.m. Door Prizes**

**10:30 a.m. Refresh Your Desk, Renew Your Work Flow**

Jan Limpach, President and owner of Organizing Plus based in Omaha Nebraska. Jan was the first member of the National Association of Professional Organizers in Nebraska. She was featured on a major television station in Omaha and numerous articles about Jan and her company have appeared in publication such as Midlands Business Journal, The Wall Street Journal, The Daily Record, Home Furnishings Daily and the Omaha World Herald. Jan received the Presidents Award in 1995 for the National Associations of Professional Organizers and she teaches how to save yourself frustration and stress.

**12:30 p.m. Luncheon served by OPS Culinary Arts Students** (Cafeteria 5th floor)

**1:45 p.m. Refresh, then Renew, as You Reach for the Stars**

Jane Clark, Corporate Trainer and Course Developer

**2:45 p.m. A Refreshing Break**

**3:00 p.m. NEOPA Business Meeting**

**4:00 p.m. Spring Conference Invitation, Evaluation, Attendance  
Certificates & Door Prizes**

**4:30 p.m. Closing**



Nebraska Educational Office Professionals Association  
Annual FALL Conference

Registration Form

**Refresh**

Oct 10-11, 2003

**&**

**Renew**

Teacher Administrative Center

Omaha Public Schools

3215 Cuming Street

Omaha, Nebraska 68131

Parking is available in the east lot of the building.  
Use the east entrance and check in.

**Meals**

☐ vegetarian Gourmet Salad

☐ Beef Wellington

☐ Chicken in Pappillote  
(chicken in parchment)

Please darken in your choice for your record

**Return form & remittance to:**

Jane Rumbaugh (make checks payable to: OEOPA)

5109 Cass Omaha, NE 68132-2853

work-402-557-2520

home-402-558-9149

jane.rumbaugh@ops.org

Oct. 10 & 11

NEOPA member.....\$47.00 \_\_\_\_\_

non-member .....\$57.00 \_\_\_\_\_

Oct 11 only

NEOPA member .....\$27.00 \_\_\_\_\_

non-member.....\$32.00 \_\_\_\_\_

\$5.00 Late Fee (after 9-19-03) \_\_\_\_\_

**Lodging**

Park Inn

3001 Chicago Street

Omaha, NE 68131

\$69.00 per night (1-4 persons)

two double beds (includes continental breakfast  
& complimentary shuttle)

402-345-2222

(Ask for OPS/NEOPA Conference block of rooms)

Please make reservations before September 19, 2003

**Registration Deadline: Postmarked by Friday, Sept. 19, 2003. No refunds after this date.**

☐ This is my first NEOPA Conference

☐ I have my CEOE

Meal Choice ☐ vegetarian Gourmet Salad

☐ Beef Wellington

☐ Chicken in Pappillote (chicken in parchment)

Dessert ☐ Chocolate

☐ non chocolate

Name \_\_\_\_\_

Local Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Total enclosed \_\_\_\_\_



# NEOPA Membership List 2003-2004

LAST NAME	FIRST	PSP	LOCAL	ADDRESS	CITY, STATE, ZIP	E-MAIL	HOME PHONE	WORK PHONE
Aldridge	Margaret L (Peg)	CEO	LPSAOP	7112 S 45 St	Lincoln NE 68516-3016	<a href="mailto:malbridge@jnetbraska.com">malbridge@jnetbraska.com</a>	402-421-3564	402-436-1306
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Hiatt	Roxane L	CEO	LPSAOP	5231 S 51 St	Lincoln NE 68516	<a href="mailto:rhiatt@lps.org">rhiatt@lps.org</a>	402-483-7337	402-436-1204



LAST NAME	FIRST	PSP	LOCAL	ADDRESS	CITY	STATE	ZIP	E-MAIL	HOME PHONE	WORK PHONE
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Milliken	Ann		WEOPA	57828 855 Rd	Wayne	NE	68787	anmilli1@wsc.edu	402-375-5708	402-375-7577
Moon	Lorraine	Masters	UNOPA	4331 LaSalle St	Lincoln	NE	68516-1145	lmoon@unl.edu	402-489-8088	402-472-6082
Morehead	Gloria	Adv III	LPSAOP	6034 Huntington Ave.	Lincoln,	NE	68507		402-466-5181	402-436-1211
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Mostek	Denise		WEOPA	312 E 8 St	Wayne	NE	68787	demoste1@wsc.edu	402-375-1219	402-375-7389
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Packard	Carol A	CEO	LPSAOP	5216 Starling Ct	Lincoln	NE	68516	cpackard@lps.org	402-423-5196	402-436-1308
Plaza	Mary L	CEO	OEOPA	4409 S 19 St	Omaha	NE	68107		402-733-1049	402-344-7507
Podjenski	Patricia J	CEO	OEOPA	3011 S 48 Ave	Omaha,	NE	68106	patriciaipodjenski@ops.org	402-551-1731	402-557-2730
Pounds	Arda A	CEO	LPSAOP	5110 Madison Ave	Lincoln	NE	68504	apounds@lps.org	402-466-0603	402-436-1771
Rabe	Phyllis	CEO	LPSAOP	7515 Nemaha St	Lincoln	NE	68506	prabe@lps.org	402-489-0811	402-436-1304
Rastede	Judith			PO Box 31	Concord	NE	68728	jrastede1@unl.edu	402-584-2352	402-370-4002
Reed	Carol	Assoc Prof	LPSAOP	840 LaBrea Ave	Lincoln	NE	68504	creed@lps.org	402-466-7227	402-436-1339
Rose	Nancy			1001 M St	Franklin	NE	68939	nrrose@esu11.org		
Rowley	Marcia	CEO	UNOPA	7700 S 120 Rd	Adams	NE	68301	mrowley@unl.edu	402-988-5215	402-472-3810
Rumbaugh	C Jane	CEO	OEOPA	5109 Cass St	Omaha	NE	68132-2853	jane.rumbaugh@ops.org	402-558-9149	402-557-2520
Ryan	Deb	CEO	LPSAOP	1737 S 26	Lincoln	NE	68502	dryan@lps.org	402-477-1397	402-436-1149



LAST NAME	FIRST	PSP	LOCAL	ADDRESS	CITY, STATE, ZIP	E-MAIL	HOME PHONE	WORK PHONE
Sailors	Marilyn A		LPSAOP	2419 Kessler Blvd	Lincoln NE 68502-5632	msailors@lps.org	402-421-8948	402-436-1007
Schleiger	Edie		UNOPA	5530 Melrose Ave.	Lincoln, NE 68506		402-488-2767	402-472-9531
Schroeder	Kathryn		LPSAOP	5220 Sherman St.	Lincoln, NE 68706	kaschro@lps.org	402-489-9479	402-436-1304
Skoog	Janet		LPSAOP	7355 S. 52nd St	Lincoln, NE 68716	janetskoog@hotmail.com	402-423-3682	402-436-1821
Sorensen	Jan	CEO	LPSAOP	921 Sycamore	Lincoln NE 68510	jsoarens@lps.org	402-488-6538	402-436-1304
Stone	Aleta	CEO	LPSAOP	207 N 25	Lincoln NE 68503	astone@lps.org	402-742-5744	402-436-1213
Straight	Donna		LPSAOP	2518 S 53	Lincoln NE 68506	dstraight@lps.org	402-483-4480	402-436-1527
Summers	Nancy	Assoc Prof	LPSAOP	2040 N 60	Lincoln NE 68505	nsummers@lps.org	402-464-0850	402-436-1760
Swanson	Donna	Adv III	LPSAOP	6852 Leighton Ave.	Lincoln, NE 68507	dswanson@lps.org	402-464-6751	402-436-1164
Teach	Linda		WEOPA	1111 N Main	Wayne NE 68787	lfeach1@wsc.edu	402-375-1521	402-375-7030
Thies	Rhonda	CEO	LPSAOP	6441 S 49	Lincoln NE 68516	rthies@lps.org	402-420-6072	402-436-1166
Tucker	Carol	CEO	LPSAOP	4215 Mary Circle	Lincoln NE 68502	ctucker@lps.org	402-488-0800	402-436-1534
Tutt	Betty		UNOPA	4321 L St	Lincoln, NE 68510	btutt@unl.edu	402-488-3371	402-472-0182
Tyrrel	Cindy	Basic	LPSAOP	7940 Steinway Rd	Lincoln NE 68505	ctyrrel@lps.org	402-489-4916	402-436-1337
Umberger	Leah		LPSAOP	Box 29455	Lincoln NE 68529		402-466-7300	402-436-1072
Usher	Janet Ann	CEO	LPSAOP	2200 N 81 St	Lincoln NE 68505	jusher@lps.org	402-421-8188	402-436-1160
van Rossum	Carol A	Bachelor's	LPSAOP	2411 SW 13 St	Lincoln NE 68522	cvanross@lps.org	402-435-7092	402-436-1369
Wasser	Diane	CEO	UNOPA	7000 SW 31 St	Lincoln NE 68523	dwasser@unl.edu	402-797-2254	402-472-6251
Watmore	Sandy J	CEO	UNOPA	9405 W Yankee Hill Rd	Denton NE 68339	swatmore1@unl.edu	402-797-3001	402-472-6700
Wellman	Janet	CEO	LPSAOP	7616 Erin Ct	Lincoln NE 68507	jwellman@lps.org	402-464-1448	402-436-1644
Wiles	Christina	CEO	LPSAOP	3712 NW 50th	Lincoln NE 68524	cwiles@lps.org	402-470-3086	402-436-1255
Wilson	Debbie	Level III	LPSAOP	5600 Longhorn Crl	Lincoln NE 68516	wilsond@lps.org	402-421-3668	402-436-1382
Wood	Cheryl		LPSAOP	510 W. Chancellor Dr.	Lincoln NE 68516	cwood@lps.org	402-477-7320	402-436-1657
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Young	Lola	CEO	UNOPA	1600 Dixie Tr	Lincoln NE 68527	lyoung5@unl.edu	402-488-3654	402-472-1047
<b>MEMBERS</b>								
<b>ACTIVE</b>		Basic		342 N. 35 St	Omaha, NE 68131	ewemee@aol.com	402-346-0555	402-829-3277
Einzel	Marlene	CEO	OEOPA	11758 County Rd 38	Blair NE 68008-6138	graybill@hntel.net	402-426-5543	
Graybill	Joyce E		OEOPA	7726 S 41 Terrace	Bellevue, NE 68147		402-734-7334	
Howell	Mary Sue		LPSAOP	4041 S 37 St	Lincoln NE 68506	jlahm@lps.org	402-489-3216	
Lahm	JoAnne	CEO	OEOPA	122 S 39 St #501	Omaha NE 68131		402-553-7681	
Lundahl	Pat	CEO		4941 S 129 St	Omaha NE 68137-1806		402-895-4978	
Merriman	Doris		WEOPA	124 Wilcliff Dr	Wayne NE 68787	lueter1@wsc.edu	402-375-1858	
Peterson	Lucille		LPSAOP	6244 Huntington	Lincoln NE 68507		402-466-0339	
Robinson	Naomi	Basic	LIFE	3115 S 41	Lincoln NE 68506		402-489-7371	
Shotwell	Marcella	CEO		6117 Spaulding St	Omaha NE 68104-2656		402-451-9233	
Sommers	Helen	CEO						



# ASSOCIATE MEMBERS

Carley	Barb	UNOPA	4500 South 44	Lincoln, NE 68516	bcarley1@unl.edu	402-489-2856	402-472-0083
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Hastings	Becky	UNOPA	2065 26th Rd	Brainard, NE 68626	rhastings1@unl.edu	402-545-2387	402-472-2085
Schardt	Audrey	CEOE	1130 H St #408	Lincoln NE 68508	as31844@alltel.net	402-475-0124	402-471-4732

# RETIRED MEMBERS

Brott	Glenna	CEOE	Box 478	Scottsbluff NE 69363	glenna@bbc.net	308-632-4719	
Logan	Ida Mae		2109 Market St	Beatrice NE 68310-4245		402-223-5452	
Maxwell	Virginia C	Advanced OEOPA	122 S 39 St #1103	Omaha NE 68131-3018		402-556-1464	
Scofield	Nelsine V	CEOE	413 N 5 St	Beatrice NE 68310	snelsine@hotmail.com	402-239-7999	

# HONORARY MEMBERS

Bender	Elverda (Butch)		2001	1122 W 2	Cedar Falls IA 50613		
Davis	Wanza			2076 Cane Creek Rd	Fletcher NC 28732		
Fankell	Jean	CEOE	1996	630 Saturn Ln NE	Bremerton WA 98311		
Fleming	Patricia (Pat)	CEOE	2001	2 Dulaney Gate Ct	Cockeysville MD 21030		
Fulton	Virginia (Gini)			4850 Harvard Ln	Denver CO 80222		
Mettscher	Martha		1993	2421 19 St	Great Bend KS 67530		
Priest Chisholm	Jean			6787 Weatherglass Ln	Gig Harbor WA 98335	JeanC@harbortel.com	253-851-1738
Ritchie	Olive T	CEOE		4003 Sharon Ct	Richmond VA 23225		
Sexson	Elizabeth (Liz)	CEOE	1994	136 Carriage Way Dr	Burr Ridge IL 60521		
Spencer	Carol			RR 2	Shelbina MO 68468		
Valentine				4023 Poplar Springs Dr	Meridian MS 39301		
Fulton, Vivian							

# Editor's Notes

I finished one term as editor and I hope to make this year even better. I apologize for this first edition being late getting out to you. I'm sure I'm not the only one that has had a crazy beginning to the year, but wow! As editor of the NEON, I plan to continue to include items that are beneficial to all NEOPA members. Please use the NEON as a way to inform everyone about what is going. This can be at the state level or at your local association level. What better way to inform other associations about upcoming events with your local association. If there is something specific you would like to hear about, let me know and I will check in to getting the information and publishing it in the next edition to inform all of our members. You may have noticed a section "News From The National Office", this will be a way of communication to you about what's happening with our National and Central Area chairpersons. Also, I hope to continue to include letters from local association presidents to let you know what other groups are doing throughout the year. This also would include any fundraisers your association may have that they want to invite NEOPA members and friends to.

I also have included a section of photos from the National Conference. I think it is fun to let all our members see some photos from the different conferences that some members have attended, in an effort to urge other members to attend in the future. If you have any photos you would like to have published in the next edition please forward them to me, either via e-mail or send it, I will scan it and return it to you. Please let me know what you think about your NEON or what you would like to have in the next edition of "theNEON" by e-mailing me at dryan@lps.org.

Thank you,  
Deb Ryan, CEOE  
NEOPA NEON Director